

DEPARTMENT OF GENERAL SERVICES  
HALL OF RECORDS COMMISSION  
RECORDS MANAGEMENT DIVISION

SCHEDULE  
NO. **613**

PAGE  
NO. \_\_\_\_\_

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Parole and Probation

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
	<p><u>THIS SCHEDULE AMENDS AND SUPERSEDES SCHEDULE #419, ITEM 1, DATED AUGUST 11, 1964</u></p>
1	<p><u>CASE FOLDERS</u></p> <p>A case folder is prepared for each probationer. The typical case folder contains all or some of the following items:</p> <p>Medical report, pre-sentence investigation report, court record, personal data, employment record, social history, general correspondence, order for probation, police notice, probation reports, and notation of discharge from probation.</p> <p>RECOMMENDATION:</p> <p>RETAIN CASES LEGALLY EXPIRED FOR TEN (10) YEARS AFTER RECEIPT OF THE COURT ORDER OF SUPPORT, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

*Norman H. Katz*  
Signature

Asst. Director for Special Services Dec. 18, 1974

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*11/10/74*  
Date

Archivist

*Maria S. Radloff*

Date

Secretary